

M&O Training and Development

1999 Course Data

Course Title American Red Cross Adult CPR Refresher Challenge

Course No. SAF2000-001

Revision Number 0

Duration 1.5 Hours

Class Type Classroom

Prerequisite Current American Red Cross Adult CPR certification.

Description Designed as a refresher for individuals holding current American Red Cross Adult CPR certification only. Due to Red Cross requirements, this course CANNOT be taken if the certification is expired or if your Standard First Aid is due for refreshing the same year (every 3 years). This course includes:

1. CPR Skills Review -Video
2. Written Exam - at least a score of 80% to proceed to skills.
3. CPR Skills Demonstration - CPR mannequin.

Course Title American Red Cross Standard First Aid

Course No. SAF2000-002

Revision Number

Duration 8 Hours

Class Type Classroom

Prerequisite None

Description American Red Cross, consists of Adult CPR and First Aid. American Red Cross Certification awarded for successful completion. Required for employees permanently assigned in Area 25 of the NTS and anyone needing access to the ESF for work purposes.

Course Title AP-17.1Q, Record Source Responsibilities for Inclu

Course No. QA96006

Revision Number 0

Duration 4 Hours

Class Type Classroom

Prerequisite None

Description AP-17.1Q, Record Source Responsibilities for Inclusionary Records is the OCRWM implementing procedure for submitting documents for processing and continued maintenance. This procedure describes the Record Source responsibilities and the process for identifying, creating, completing, changing or correcting, protecting, replacing, submitting, and requesting retrieval of OCRWM records (including in-process records).

M&O Training and Development

1999 Course Data

Course Title AP-3.10Q, Analysis and Models Process Training

<i>Course No.</i>	QA98004	<i>Revision Number</i>	2
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	This class describes the planning, development, checking, review, approval, and submittal of analysis and models and the requirements of AP-3.10Q, Analysis and Models. Individuals who plan, develop, check, review, and approve analysis and models should attend this		

Course Title AP-3.10Q, Models & Analysis

<i>Course No.</i>	QA98004	<i>Revision Number</i>	
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	This class describes the analysis/modeling process and guidelines presented in the AP-3.10Q. Individuals who conduct and document scientific, engineering, or performance assessment analyses and/or develop, document, calibrate, validate or use models should attend this training.		

Course Title AP-5.1Q, Procedure Control Process

<i>Course No.</i>	AP9004-01	<i>Revision Number</i>	1
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	This course is geared toward personnel designated as procedure authors who would like a in depth understanding of the procedure development process, including preparation, review, and approval of administrative and line procedures		

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1999 Course Data

Course Title Application Software CBT's-Access, Excel, Word etc

<i>Course No.</i>		<i>Revision Number</i>	0
<i>Duration</i>	Self-Paced	<i>Class Type</i>	Web Based Training
<i>Prerequisite</i>	None		
<i>Description</i>	DOE has purchasedd Web based Computer Training for all YMP employees on the Internet. You can take on-line courses in Microsoft Word, Excel, Powerpoint, Access, LotusNotes, etc. There are 53 subjects and/or module levels.		

Course Title Assignment Tracking System - ATS

<i>Course No.</i>	COM98024	<i>Revision Number</i>	0
<i>Duration</i>	3.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	A LotusNotes database which is and/or will be used throughout the program. This class will cover creating action assignments and administration of assignments. Demonstration and hands on practice.		

Course Title Circle of Excellence-Professional Certification

<i>Course No.</i>	ADM9402A	<i>Revision Number</i>	0
<i>Duration</i>		<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	General information regarding the tools and resources needed for the Admin Handbook. A review of the M&O Org Chart, DOE Hierarchy, identification of senior management, telephone etiquette and procedure, and required Project training. All attendees are required to bring their CRWMS Administrative Handbook.		

M&O Training and Development

1999 Course Data

Course Title CIS Phase 3

Course No.

Revision Number 0

Duration

Class Type Classroom

Prerequisite None

Description Designed to support the CRWMS Configuration Management (CM) process, providing visibility of CM activities to multiple users Program wide. The primary purpose is to record, maintain, and report CM data.

Course Title Computer - Access Level 2

Course No. COM98018

Revision Number 0

Duration 6.5 Hours

Class Type Classroom

Prerequisite Completion of Access Level 1 or commensurate knowledge in Access design techniques.

Description The class introduces principles of Table Design, Table Relationships, Design Techniques, Designing Queries, Enhanced Form, Sub-forms and Customized Reports.
Prerequisite: Completion of Access Level 1 or commensurate knowledge in Access design techniques.

Course Title Computer - Access - Level 1

Course No. COM98017

Revision Number 0

Duration 8 Hours

Class Type Classroom

Prerequisite Must have a thorough knowledge of Windows 95 and some familiarity with database concepts.

Description This class provides an introduction to Access which is an advanced database program. Class instruction will include: creating tables, working with tables, using select queries, creating and using forms, creating and using reports and database maintenance.
Prerequisite: User must have a thorough knowledge of Windows 95 and some familiarity with database concepts.
Please note: This is a 2-part class; you must complete both parts to receive credit!

M&O Training and Development

1999 Course Data

Course Title Computer - Access - Level 3

Course No. COM99004

Revision Number 0

Duration 7 Hours

Class Type Classroom

Prerequisite Completion of Access Level 2 or
commensurate knowledge in Access design
techniques.

Description The class introduces the design and use of Parameter & Action Queries, creating and using
Crosstab Queries, control of Join Properties, advanced Form Design, using Command
Buttons, using and designing Macros with forms, using Macros for Task Automation, applying
advanced Report Techniques and introducing Application Development with MS Access.
Prerequisite: Completion of Access Level 2 or commensurate knowledge in Access design
techniques.

Course Title Computer - Excel - Level 3

Course No. COM99003

Revision Number 0

Duration 5.5 Hours

Class Type Classroom

Prerequisite Excel Level 2 or commensurate knowledge
of MS Excel.

Description This class presents advanced charting and data management features, including: Creating,
modifying and formatting Excel charts; working with graphic objects in Excel; using advanced
data sorts, filters and custom criteria.
Prerequisite: Excel - Worksheets - Level 2 or commensurate knowledge and experience with
MS Excel

Course Title Computer - Excel 97 - Level 2

Course No. COM98004

Revision Number 0

Duration 6 Hours

Class Type Classroom

Prerequisite Excel - Worksheets - Level 1

Description This class presents advanced functions and features, including: Customizing the work area,
advanced formula construction, pivot tables, multiple file linking, consolidating data, using
analysis tools and an introduction to macros.
Prerequisite: Excel - Worksheets - Level 1

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1999 Course Data

Course Title Computer - Excel 97 -Module: Functions

<i>Course No.</i>	COM99007	<i>Revision Number</i>	0
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Excel 97 - Level 2 or commensurate knowledge with MS Excel.		
<i>Description</i>	The objective is to familiarize the user with abilities found in Excel functions.		

Course Title Computer - Excel 97- Level 1

<i>Course No.</i>	COM98003	<i>Revision Number</i>	0
<i>Duration</i>	5.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Knowledge of Windows95.		
<i>Description</i>	This class covers Excel basics on entering data and navigating in a worksheet. The class includes instruction on modifying a workbook, moving and copying data and formatting a worksheet. Prerequisite: Knowledge of Windows 95.		

Course Title Computer - LotusNotes Calendar

<i>Course No.</i>	COM98013	<i>Revision Number</i>	0
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	Overview and hands-on instruction of Lotus Notes Calendar functions, including: Designation Profile, Calendar Profile, Creating an Entry and Screen Features. Prerequisite: Knowledge of Lotus Notes		

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1999 Course Data

Course Title Computer - MS Project - Level 1

<i>Course No.</i>	COM98001	<i>Revision Number</i>	0
<i>Duration</i>	7 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Knowledge of Windows95.		
<i>Description</i>	Introduction to MS Project, a management project planner. The classs will examine the steps involved in project planning. A mock project will include entering project tasks and estimated durations, creating and adjusting task relationships and links, adding and assigning resources assigning a calendar and generating project reports.		

Course Title Computer - PowerPoint 97 - Level 1

<i>Course No.</i>	COM98005	<i>Revision Number</i>	0
<i>Duration</i>	5.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Knowledge of Windows95.		
<i>Description</i>	This class provides an indroductio to PowerPoint, beginning a presentation, drawing, drawing tools, clip art and word art, organization of charts and MS Graph, slide template and slide master. It will include slide shoows and presentation options.		

Course Title Computer - PowerPoint 97 - Level 2

<i>Course No.</i>	COM98006	<i>Revision Number</i>	0
<i>Duration</i>	6.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	PowerPoint 97 - Level 1.		
<i>Description</i>	Provides advanced instruction on PowerPoint. It will include working with templates, graphic objects, importing and embedding objects, advanced drawing techniques, and other features. It will includee examining animation and multimedia and work with meeting notes.		

Course Title Computer - Word97 - Level 1

<i>Course No.</i>	COM98002	<i>Revision Number</i>	0
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Windows95, basic word processing skills.		
<i>Description</i>	Provides navigating and screen document skills, text editing, online help, character and paragraph formatting, introduction to tabs, tables, page apperance and spell check tools.		

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1999 Course Data

Course Title Computer - Word97 - Level 2

<i>Course No.</i>	COM98009	<i>Revision Number</i>	0
<i>Duration</i>	5.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Knowledge of Windows95 and Word97.		
<i>Description</i>	Class will cover Tables, Introduction to Styles, Templates and Macros, Merging, and Columns.		

Course Title Computer - Word97 - Level 3

<i>Course No.</i>	COM98010	<i>Revision Number</i>	0
<i>Duration</i>	7 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Word97 - Level 1 and Level 2.		
<i>Description</i>	Includes Lessons on "advanced" styles and templates. It introduces forms and special graphic effects. Lessons includes working with large documents, creating a master document, generating an index and document layout controls.		

Course Title Computer - YMP Computer User Training

<i>Course No.</i>	COM98008	<i>Revision Number</i>	0
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Approved OCRWM Network Account Form 0344 and some knowledge of Windows.		
<i>Description</i>	Class Includes: 1. Windows95 - Basic functions of manneuvring and customizing a desktop. 2. Network Access - The process of logging into the network and an overview of network drives. 3. LotusNotes - Creating, reading and deleting messgaes in the electronic e-mail system. Also covered are important databases used on the Project.		

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1999 Course Data

Course Title Cost Estimating Process

Course No. PGMT001D

Revision Number

Duration 2 Hour

Class Type Classroom

Prerequisite None

Description This course will provide the participant with an overview of the cost estimating process and the evaluation of a project cost estimate. The course is intended for personnel with little or no experience with cost estimating.

Course Title Developing Defensible Documents

Course No. BRE980053

Revision Number

Duration 3 Hours

Class Type Classroom

Prerequisite None

Description The program is transitioning from a site characterization mode to a regulatory mode. This class is designed to aid in the transition process by explaining what defensible means to you and to the products you produce.

Course Title Diversity Training - Many Roads Lead to Success

Course No. HR98002

Revision Number

Duration Self-paced

Class Type Web-Based Training

Prerequisite None

Description Provides a fundamental understanding of the M&O Commitment to Diversity. Mandatory for all M&O Personnel working in Las Vegas, Nevada or Vienna, Virginia areas. Contact Karen Burgess-Kohn at (702) 295-5703 if you have questions or comments.

M&O Training and Development

1999 Course Data

Course Title Document Input Reference (DIRS)

<i>Course No.</i>	COM2000-02	<i>Revision Number</i>	0
<i>Duration</i>	1.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	Upon completion of this course you will be able to use DIRS to input and search document references. a. Access DIRS. b. Identify your "working" document. c. Perform a search for references in the system. d. Add a reference to the system. e. Identify Reference status on-line f. Output Reports (Document Input Reference Sheet)		

Course Title Emergency Management Team Training

<i>Course No.</i>	EM97002	<i>Revision Number</i>	2
<i>Duration</i>	4 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	Participants will understand his/her role in the evaluation of an emergency situation and their subsequent duties to a declared Base Program Operational Emergency.		

Course Title Employee Status Change Notice (ESCN)

<i>Course No.</i>	COM99001	<i>Revision Number</i>	0
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Must be an ESCN processor or backup processor.		
<i>Description</i>	This class presents information on this LotusNotes database program. The class will provide the student with background information on the ESCN process and the various roles and responsibilities of the impacted organizations as well as the creation of an ESCN. Students will be shown the three forms and sub-sections of each form. They will be able to create a Change Notice for any of the three categories, New Hire, Employee Change Notification or Organization Change Notification.		

M&O Training and Development

1999 Course Data

Course Title Ergonomics Awareness Training (CBT)

Course No.

Revision Number

Duration Self-paced

Class Type Computer Based
Training

Prerequisite None

Description The Ergonomics Awareness CBT provides an awareness of potential injuries associated with repetitive motion tasks, risk factors, tips for recognizing ergonomic hazards, and tips for preventing ergonomic injuries. At the end of the CBT there is a self-assessment for you to begin to understand your risk for potential ergonomic injury and what you can do to reduce your risk.

Course Title Ergonomics Training-CBT

Course No. COM98022

Revision Number

Duration Self paced

Class Type Computer Based
Training

Prerequisite None

Description The Ergonomics Awareness CBT provides an awareness of potential injuries associated with repetitive motion tasks, risk factors, tips for recognizing ergonomic hazards, and tips for preventing ergonomic injuries. At the end of the CBT there is a self-assessment for you to begin to understand your risk for potential ergonomic injury and what you can do to reduce your risk.

Course Title Fire Training (Incipient)

Course No. SH97011

Revision Number

Duration 1 Hour

Class Type Classroom

Prerequisite None

Description The purpose of this training is to provide each participant with the necessary information to recognize, prevent, and mitigate fire hazards in ones work area.

M&O Training and Development

1999 Course Data

Course Title Fundamentals of Leadership & Management

Course No.	MAS2000-01.A	Revision Number	0
Duration	3 Days	Class Type	Classroom
Prerequisite	By invitation only...Must be nominated to by Supervisor/Manager.		
Description	Leadership Model (Senior Management Vision) Module. To provide managers/supervisors, recently promoted or hired by the M&O, an overview of basic managerial skills and an awareness of procedural requirements specific to the M&O.		

Course Title General Employee Radiological Training (GERT)

Course No.	SH92004	Revision Number	3
Duration	3 Hours	Class Type	Classroom
Prerequisite	None		
Description	GERT training is provided to all site employees who may routinely enter the Nevada Test Site and encounter radiological barriers, postings, or radioactive materials. Employee responsibilities for observing and obeying radiological postings and procedures are emphasized throughout this training.		

Course Title General Employee Training (GET)

Course No.	IND94005	Revision Number	4
Duration	4 Hours	Class Type	Classroom
Prerequisite	New Employee Training, Site Access Training		
Description	General Employee Training is mandatory for all personnel who require unescorted access to Area 25 of the Nevada Test Site. The class covers general Nevada Test Site rules, environmental compliance regulations and procedures, and safety hazards and procedures specific to work conditions in Area 25.		

M&O Training and Development

1999 Course Data

Course Title General Employee Training Annual Refresher (GET AR) -CBT

<i>Course No.</i>		<i>Revision Number</i>	
<i>Duration</i>	Self paced	<i>Class Type</i>	Computer Based Training
<i>Prerequisite</i>	Completion of Initial General Employee Training Class		
<i>Description</i>	<p>The General Employee Training Annual Refresher Exam provides the annual refresher requirement for all YMP personnel who need to maintain unescorted access to the Yucca Mountain Site.</p> <p>DO NOT TAKE THIS CBT IF:</p> <ol style="list-style-type: none"> 1. You have not completed the Initial General Employee Training Class. 2. You have not completed GET Annual Refresher in the last 12 months. 3. You are not required to perform duties at the Yucca Mountain Site on a routine basis. 		

Course Title General Underground Training (GUT) Day 1

<i>Course No.</i>	SH94002	<i>Revision Number</i>	
<i>Duration</i>	4 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	General Underground Training. Required training for individuals needing access to the ESF for work purposes. Provides employee an introduction to the work conditions at the ESF and approved work procedures. Also includes Radon and Silica Awareness training.		

Course Title General Underground Training (GUT) Day 2

<i>Course No.</i>	SH94002	<i>Revision Number</i>	
<i>Duration</i>	6.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	American Red Cross, consists of Adult CPR and First Aid. American Red Cross Certification awarded for successful completion. Required for employees permanently assigned in Area 25 of the NTS and anyone needing access to the ESF for work purposes.		

M&O Training and Development

1999 Course Data

Course Title General Underground Training Refresher & Exam (GUT AR) CBT

<i>Course No.</i>	SH98009	<i>Revision Number</i>	
<i>Duration</i>	Self paced	<i>Class Type</i>	Computer Based Training
<i>Prerequisite</i>	Initial General Underground Classroom training		
<i>Description</i>	<p>The objective of this program is to test your knowledge of:</p> <p>General physical configuration of the ESF.</p> <p>ESF supervisory chain of command.</p> <p>ESF access categories and requirements. Personnel and material transportation methods.</p> <p>Communication systems used at the ESF.</p> <p>Emergency response actions.</p> <p>Rock excavation methods and related safety procedures.</p> <p>Potentially hazardous conditions and related safety procedures.</p> <p>Stop work procedures.</p>		

Course Title Guide For Forklift Operation (OJT Guide)

<i>Course No.</i>	CRFT99002	<i>Revision Number</i>	
<i>Duration</i>		<i>Class Type</i>	On the Job Training (OJT)
<i>Prerequisite</i>	None		
<i>Description</i>			

Course Title Hazardous Waste Management for the Generator

<i>Course No.</i>	SH96002	<i>Revision Number</i>	0
<i>Duration</i>	6 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Attendees will learn applicable federal and state regulations and DOE and YMSCO requirements for the management of hazardous materials, satellite accumulation of hazardous wastes, and Dept. of Transportation requirements for the management and transport of hazardous materials and wastes. Successful completion of the class is contingent on completing each of six, self-graded worksheet quizzes</p>		

M&O Training and Development

1999 Course Data

Course Title Hearing Conservation Program

<i>Course No.</i>	BRE98026	<i>Revision Number</i>	0
<i>Duration</i>	1 Hour	<i>Class Type</i>	Classroom Briefing
<i>Prerequisite</i>	None		
<i>Description</i>	This briefing discusses sources of noise, hearing protection, and YMP specific hazards and safety procedures.		

Course Title Indoctrination and Training (QAP-2-1Q & QAP-2.1Q)

<i>Course No.</i>	QA99001	<i>Revision Number</i>	
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom Briefing
<i>Prerequisite</i>	None		
<i>Description</i>	Class consists of an overview of the changes made to these procedures, including elimination of read and sign (maintenance of training on procedures) and new processes for identifying training requirements. Targeted for all M&O Managers and Supervisors.		

Course Title Information Technology Security Awareness

<i>Course No.</i>	SEC99001	<i>Revision Number</i>	
<i>Duration</i>	Self-paced	<i>Class Type</i>	Computer-based Training
<i>Prerequisite</i>	None		
<i>Description</i>	Information Technology Security Awareness (formerly Computer Security Awareness) is presented in three chapters: 1) Network Access; 2) PC Integrity; and 3) Internet/Intranet Security. Topics include network login ID guidelines, good password practices, best sensitive information practices, use of the Computer Support Center, actions necessary to maintain your PC, software use policy, downloading software policy, best virus prevention practices, best file backup practices, electronic mail policy, release of information policy, and reporting of computer security violations.		

M&O Training and Development

1999 Course Data

Course Title Instructor Certification Course

Course No.

Revision Number

Duration 3 Days

Class Type Classroom

Prerequisite None

Description Course is designed to provide those individuals with little or no experience the tools necessary to develop and deliver effective training. Topic include the five phases of Instructional Systems Design, effective instructor characteristics, adult learning theories, learning objectives, M&O lesson plan format requirements, basic instructional techniques, training aids, and evaluation and testing.

Course Title Integrated Safety Management (introduction to)

Course No. SH98012

Revision Number

Duration 1.5 Hours

Class Type Classroom

Prerequisite None

Description Provide all M&O personnel with :
 1. The ISM Mission
 2. The M&O ISM path forward to full implementation
 3. The importance of ISM to this project

Course Title Introduction to Basic Concepts of Hazardous Waste Management

Course No. SH96002

Revision Number 1

Duration 4 Hours

Class Type Classroom

Prerequisite None

Description Upon completion of this course, attendees will demonstrate their knowledge of applicable federal and state regulations; DOE and YMP requirements for the management of hazardous materials; DOT requirements for the management and transport of hazardous materials and wastes.

M&O Training and Development 1999 Course Data

Course Title M&O Supervisor Safety & Health

Course No.

Revision Number

Duration Self-paced

Class Type Computer Based
Training

Prerequisite None

Description Describes the M&O Supervisors actions necessary to promote a positive safety culture and maintain a safe workplace for employees.

Course Title Management of Conditions Adverse to Quality

Course No. QA99010

Revision Number

Duration 2 Hours

Class Type Classroom

Prerequisite None

Description Upon completion of this training, each participant will be able to process Conditions Adverse to Quality (CAQ) in accordance with program requirements.

Course Title Managing Government Property

Course No.

Revision Number

Duration Self-paced

Class Type Computer Based
Training

Prerequisite None

Description This training provides all employees, subcontractors, and locations of the M&O with an understanding of the policies, procedures, and responsibilities pertaining to government property.

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1999 Course Data

Course Title Managing Your Career

<i>Course No.</i>	HR99002	<i>Revision Number</i>	
<i>Duration</i>	4 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Optional for employees and strongly recommended for M&O managers and supervisors.		
<i>Description</i>	<p>The Employee's Role: Employees will complete a draft Individual Development Plan (IDP) and will practice an effective way for meeting with their managers to discuss their professional development.</p> <p>The Manager's Role: In addition to attending The Employee's Role, managers will complete an additional hour regarding their responsibilities in supporting their employees' professional development.</p>		

Course Title Managing Your Career - Module A - The Employee's Role

<i>Course No.</i>	LPPD00-001.00	<i>Revision Number</i>	0
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	none		
<i>Description</i>	<p>Employees will explore the value of participating in the M&O Managing Your Career Program. They will have the opportunity to complete a draft Individual Development Plan (IDP) and to practice an effective way for meeting with their managers to discuss their professional development. Optional for employees; mandatory prerequisite for all M&O Managers/Supervisors prior to completing Managing Your Career - The Manager's Role.</p>		

Course Title Managing Your Career - Module B - The Manager's Role

<i>Course No.</i>	LPPD00-002.00	<i>Revision Number</i>	0
<i>Duration</i>	4 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	Completion of Managing Your Career-The Employee's Role.		
<i>Description</i>	<p>Managers will identify their roles and responsibilities for implementing the M&O Managing Your Career Program. They will explore available resources for employee's development and will receive guidance for conducting effective professional development discussions with their employees.</p>		

M&O Training and Development

1999 Course Data

Course Title Mentoring Program Training (CBT)

Course No. MS97001

Revision Number

Duration Self paced

Class Type

Computer Based
Training

Prerequisite None

Description The mentoring program involves partnering teams of two, between a Mentor -- a senior M&O employee who acts as a trusted counselor or guide -- and a protégé-- an employee who wants to learn from someone who has already seen success in our program environment. At the completion of this CBT orientation, the employee will be able to: 1) State the description of mentoring; 2) List the characteristics of a mentor and a protégé profile; 3) List the responsibilities of the mentor and the protégé; 4) Discuss the work necessary to create a successful partnership; 5) State the benefits to the mentor, the protégé, and the M&O; 6) Access the Mentoring Database.

Course Title New Employee Safety & Health

Course No. SH95009

Revision Number

Duration 3 Hours

Class Type

classroom

Prerequisite None

Description Discusses the overall M&O Safety & Health Program, including the responsibilities of management and each employee, a Safety Culture from the START II Program, and ISMS. Topics will include hazard recognition and control, workers rights, the Hazard Communication Program fire safety, electrical safety, office safety, accident reporting, occupational injury/illness and emergency procedures.

Course Title OCRWM Concerns Program

Course No.

Revision Number

Duration Self-paced

Class Type

Computer Based
Training

Prerequisite None

Description You will learn what issues you might bring to the program and how these interactions occur. You will learn the definitions of terms such as "Differiing Professional Opinions" and "Quality Concerns" through words, pictures, and animations.

M&O Training and Development

1999 Course Data

Course Title OCRWM Work Process

Course No.	IND99001	Revision Number	
Duration	1 Hour	Class Type	Classroom
Prerequisite	None		
Description	This class discusses th OCRWM work process and the various programs and support organizations that support the CRWMS M&O employee in accomplishing work activities.		

Course Title PACSVIEW

Course No.		Revision Number	
Duration		Class Type	Classroom
Prerequisite	Must have an OCRWM Network Account, and have the latest version of PACSVIEW on computer.		
Description	The class will teach the user how to load, format, filter (selecting specific data from database), intergrate cost data with scheduling data, display graphically project data of interest, for the purpose of printing reports and performing analysis, using the projects "Earned Value Management System".		

Course Title Performance Management Process

Course No.	MS98001	Revision Number	
Duration		Class Type	Classroom Briefing
Prerequisite	None		
Description	Briefing provides information to assist supervisors and employees in implementing their performance management responsibilities within the M&O. Trainees will identify their roles/resposibilities, and will complete an exercise involving the M&O Performance Management form.		

M&O Training and Development

1999 Course Data

Course Title Processing Inclusionary Records

<i>Course No.</i>	TEC2000-01	<i>Revision Number</i>	0
<i>Duration</i>	2 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	This training discusses the requirements in LP-17.1Q-M&O, and covers the steps in processing inclusionary records. Mandatory for all Las Vegas Records Processing Center (RPC) personnel.		

Course Title Procurement Improvement Training (PIP)

<i>Course No.</i>	COM98011	<i>Revision Number</i>	
<i>Duration</i>	1.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	Instruction on the proper way of preparing Purchase Requisitions. Mandatory for anyone required to prepare PR's.		

Course Title Procurement Process Training (QAP-7-3 & QAP-7-5)

<i>Course No.</i>	QA99011, 12	<i>Revision Number</i>	
<i>Duration</i>	3 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	Fundamental knowledge of understanding and creating a Procurement Requirement Document (PRD) in accordance with QAP-7-3. Also, knowledge by working through the process of Acceptance of Items and Services in accordance with QAP-7-5. This course is mandatory for all personnel working to M&O Quality Assurance procedures to procure and accept items and services that are subject to the requirements of the QARD and for evaluation of supplier performance.		

M&O Training and Development

1999 Course Data

Course Title Program Orientation

<i>Course No.</i>	QA96002	<i>Revision Number</i>	
<i>Duration</i>	8 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Required for all YMP & M&O personnel.</p> <p>Project Orientation includes:</p> <p>Program Overview: The need for long term disposal of high-level nuclear waste and the OCRWM organization.</p> <p>Intro. to Quality Assurance (meets QARD Training requirements for performing work under the QA program): Introduction to the QARD, quality assurance principles and their application.</p> <p>OCRWM Work Process: OCRWM work process. Discussion of programs and organizations that support employees in accomplishing work activities.</p> <p>New Employee Safety and Health: Review of YMP safety and health requirements.</p> <p>Introduction to Integrated Safety Management (ISM)</p> <p>Note: This training replaces YMP Orientation and M&O Program Indoctrination as required "QA" training prior to performing work under the YMP or M&O QA Programs.</p>		

Course Title Project Controls Overview

<i>Course No.</i>	PC9501	<i>Revision Number</i>	
<i>Duration</i>	4 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Will provide the participant with a general overview of project management and control. Upon completion, participants will describe the project control process and determine spending and schedule variances. The course is intended for those with little or no experience with project control activities.</p>		

Course Title Project Management Overview

<i>Course No.</i>	PC9506	<i>Revision Number</i>	
<i>Duration</i>	3.5 Hours	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>This course will provide the participant with an overview of project management and the DOE Life Cycle Asset Management System. The course is intended for personnel with little or no experience with project management.</p>		

M&O Training and Development

1999 Course Data

Course Title Project Planning & Defining Work Scope

Course No.

Revision Number

Duration 4 Hours

Class Type Classroom

Prerequisite None

Description This course will provide the participant with an overview of a typical project planning process and the development of project mission and scope. The course is intended for personnel with little or no experience with project management.

Course Title Project Scheduling

Course No.

Revision Number

Duration 3.5 Hours

Class Type Classroom

Prerequisite None

Description This class will provide the participant with an overview of a typical project scheduling process and the use of the critical path method. This class is intended for personnel with little or no experience with project scheduling.

Course No. PGMT001E

Revision Number

Duration 2 Hours

Class Type Classroom

Prerequisite None

Description This course will provide an overview of project scheduling process and the use of the critical path method. Intended for personnel with little or no experience with project scheduling.

Course Title Radioactive Source Custodian Training

Course No. RC99001

Revision Number 0

Duration 1 Hour

Class Type Classroom

Prerequisite None

Description

M&O Training and Development

1999 Course Data

Course Title Radon Awareness Training

Course No. SH99006

Revision Number

Duration 1 Hour

Class Type Classroom

Prerequisite None

Description Provides brief introduction to radon characteristics, potential health defects, methods to minimize exposure and work controls. Required for all personnel in the Respiratory Protection Program and/or personnel that have completed General Underground Training (GUT).

Course Title Regulatory and Licensing Training

Course No. LR98002

Revision Number

Duration 8 Hours

Class Type Classroom

Prerequisite None

Description Regulatory and Licensing Training is designed to facilitate the Project's transition to a regulatory climate. The course content covers Safety and Licensing Culture, the U.S. Nuclear Regulatory Commission (NRC), NRC Regulatory Requirements, and Licensing Process overview.

Course Title RIS II, Search and Retrieval

Course No.

Revision Number

Duration 2 Hours

Class Type Classroom

Prerequisite Must have a VAX account/password and read only access to RIS II.

Description This training provides the basics for querying for records in the Records Information System (RIS II) using a three step approach to searching for records. This class is available to anyone on the Project who would like to perform searches for OCRWM Program records.

M&O Training and Development

1999 Course Data

Course Title RISweb

Course No. COM98023

Revision Number 0

Duration 3 Hours

Class Type Classroom

Prerequisite None

Description Class instruction for RISweb will enable a user to electronically retrieve data records from the Records Information System. The class instruction will include an overview of the RISweb. Specifics on the system features, search and retrieval methods, the mechanics of displaying search results and will include hands-on exercises.

Course Title Rockbolt and Rock Accessory Installation

Course No. LPCONT2000-001

Revision Number 0

Duration 1-2 Hours

Class Type Classroom

Prerequisite None

Description Upon completion, participants will be able to understand and safely work to the process prescribed in NWI-ESF-019. Will be able to safely install welded wire fabric and interlocking steel mesh, rolled channels, and mine roof mats.

Course Title Scientific Notebooks, AP-SIII.1Q,

Course No. QA98005

Revision Number

Duration 2 Hours

Class Type Classroom

Prerequisite None

Description This training class describes the control and use of scientific notebooks on the OCRWM program and the requirements of AP-SIII.1Q, Scientific Notebooks. Individuals who conduct, document, check, review, or approve scientific investigations that utilize a scientific notebook should attend this training.

Course Title Self-Contained Self Rescuer (SCSR) Briefing

Course No.

Revision Number

Duration 1/2 Hour

Class Type Classroom Briefing

Prerequisite General Underground Training (GUT)

Description This briefing is required for all personnel who have taken the General Underground Training.

M&O Training and Development

1999 Course Data

Course Title **Sexual Harassment CBT**

<i>Course No.</i>	HR98001	<i>Revision Number</i>	
<i>Duration</i>	Self-paced	<i>Class Type</i>	Computer Based Training
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Upon completion of the Sexual Harassment CBT, you will be able to:</p> <ul style="list-style-type: none"> recognize elements that can contribute to a hostile work environment. recognize verbal, physical, and nonverbal forms of sexual harassment. understand the personal liability for incidents of sexual harassment in the workplace. understand your rights and responsibilities in the workplace with regard to sexual harassment. This is mandatory training for all DOE and M&O (Las Vegas and Vienna) personnel. 		

Course Title **Shotcrete Nozzleman Certification Training**

<i>Course No.</i>	TEC99013	<i>Revision Number</i>	
<i>Duration</i>	4 Hour	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>This class is for all craft personnel who are required to perform shotcrete spraying operations. This class consists of two parts : 1) A classroom presentation and 2) a practical demonstration. At the end of the classroom part, each student must pass a written examination. The second part requires each participant to shoot a shotcrete test panel which is then submitted for evaluation. No student will be considered "certified" until he/she has passed the written examination and their test panels have passed the evaluation tests.</p>		

Course Title **Silica Awareness Training**

<i>Course No.</i>	SH97012	<i>Revision Number</i>	
<i>Duration</i>	1 Hour	<i>Class Type</i>	Classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>This course introduces the basic aspects of silica to the student, including a brief history, sources, potential health effects of exposure and methods to minimize exposure. Proposed attendees: Anyone who has completed the General Underground Training (GUT) or Respiratory Protection Training and will be working on the ECRB, or may be exposed to silica in their job functions.</p>		

M&O Training and Development

1999 Course Data

Course Title Software Configuration Management Process (AP-SI.1Q)

Course No. QA99018

Revision Number

Duration 2 Hours

Class Type Classroom

Prerequisite None

Description This training presents the process for centralized software control, tracking, and configuration management. This process is part of the CAR LVMO-98-C-006 resolution to consolidate and control M&O software into one manageable entity for the program. M&O individuals performing activities involving development, use or other applications of software subject to the QARD are required to complete AP-SI.1Q, Software CM Training. Other M&O individuals involved with software may attend on a space available basis.

Course Title Style Manual Training

Course No. BRE99057

Revision Number

Duration 3 Hours

Class Type Classroom

Prerequisite None

Description Training to familiarize personnel with REV 00 of the Style Manual for the CRWMS M&O. Material will cover organization of the manual, what's new, the Style Manual database, data source ordering, readily available references, in-text citations, and reference lists. Recommended for personnel responsible for document development, checking, or

Course Title Supply Ordering System (E-way)

Course No. COM98014

Revision Number 0

Duration 1 Hour

Class Type Classroom

Prerequisite None

Description Introduction to the M&O electronic Internet Supply Ordering System--E-way. Instruction on how to access the system as well as overall use, i.e., viewing, submitting and printing a supply order.

M&O Training and Development

1999 Course Data

Course Title TRW/Subcontractor Change Request Process (CBT)

<i>Course No.</i>		<i>Revision Number</i>	
<i>Duration</i>	Self-paced	<i>Class Type</i>	Computer Based Training
<i>Prerequisite</i>	None		
<i>Description</i>	<p>The TRW/Subcontractor Change Request CBT will cover the following topics:</p> <ul style="list-style-type: none"> the T/SCR process completing the T/SCR Form using the MandO View database roles and responsibilities of all individuals involved in the T/SCR process (focusing primarily on the Preparer) <p>This training contains a test of your skills completing a T/SCR Form. The test will automatically appear at the end of the training, or you can choose to 'Test Out' at any time during training. If you have speakers attached to your computer, Professor Money, an animated character, will provide you guidance during this training.</p>		

Course Title Visitor's Underground Awareness Training (CBT)

<i>Course No.</i>		<i>Revision Number</i>	
<i>Duration</i>	Self-paced	<i>Class Type</i>	Computer Based Training
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Course objectives for this training are the following:</p> <ul style="list-style-type: none"> 1) Identify and use our protective equipment 2) Open and wear a self-rescue device 3) Identify and avoid heavy machinery 4) Identify and avert potential tripping hazards 5) Identify and avoid potential electrical hazards 		

Course Title Work Breakdown Structures

<i>Course No.</i>	PGMT001C	<i>Revision Number</i>	
<i>Duration</i>	2 Hours	<i>Class Type</i>	classroom
<i>Prerequisite</i>	None		
<i>Description</i>	<p>Will provide the participant with an overview of the work breakdown structures and will give the participant an opportunity to develop a work breakdown structure for a given project. Intended for personnel with little or no experience with project management.</p>		

M&O Training and Development

1999 Course Data

Course Title YMP Safeguards and Security Awareness CBT

Course No.

Revision Number

Duration Self-paced

Class Type Computer Based
Training (CBT)

Prerequisite Required for all YMP personnel.

Description If you have speakers, be sure to turn them on so that you can fully enjoy your 1999 YMP Safeguards and Security Awareness training. Topics covered in this year's refresher of YMP Security include:

- Getting a badge
- Losing your badge
- Accessing YMP facilities during and after hours
- Recognizing and responding to suspicious activities, calls, or contact by suspicious

persons

- Reporting stolen property
- Recognizing and responding to individuals who do not belong in YMP facilities
- YMP Security Programs such as, OPSEC and the CounterIntelligence Program
- Identifying your security resources
- Handling bomb threat situations